

**SELECTION AND MEMBER SERVICES COMMITTEE**

**Thursday, 5th March, 2015**

**2.30 pm**

**Darent Room, Sessions House, County Hall, Maidstone**







## AGENDA

### SELECTION AND MEMBER SERVICES COMMITTEE

**Thursday, 5 March 2015, at 2.30 pm**  
**Darent Room, Sessions House, County**  
**Hall, Maidstone**

Ask for: **Andrew Tait**  
Telephone: **03000 416749**

*Tea/Coffee will be available 15 minutes before the start of the meeting*

#### **Membership (9)**

- Conservative (5): Mrs A D Allen, MBE (Chairman), Mr P B Carter, CBE, Mr G Cooke, Mr M C Dance and Mr B J Sweetland
- UKIP (2) Mr R A Latchford, OBE and Mr B E MacDowall
- Labour (1) Ms A Harrison
- Liberal Democrat (1): Mrs T Dean, MBE

#### **UNRESTRICTED ITEMS**

*(During these items the meeting is likely to be open to the public)*

#### **Webcasting Notice**

Please note: this meeting may be filmed for live or subsequent broadcast via the Council's internet site or by any member of the public or press present. The Chairman will confirm if all or part of the meeting is to be filmed by the Council.

By entering the meeting room you are consenting to being filmed. If you do not wish to have your image captured please let the Clerk know immediately.

- 1 Substitutes
- 2 Declarations of Interests by Members in items on the Agenda for this meeting.
- 3 Minutes - 26 January 2015 (Pages 5 - 6)

- 4 Review of support for Elected Members (Pages 7 - 10)
- 5 County Car Service - Proposed Increase to the rate of pay for casual drivers (Pages 11 - 12)
- 6 Other items which the Chairman decides are Urgent

**EXEMPT ITEMS**

*(At the time of preparing the agenda there were no exempt items. During any such items which may arise the meeting is likely NOT to be open to the public)*

Peter Sass  
Head of Democratic Services  
03000 416647

**Wednesday, 25 February 2015**

**KENT COUNTY COUNCIL**

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**SELECTION AND MEMBER SERVICES COMMITTEE**

MINUTES of a meeting of the Selection and Member Services Committee held in the Darent Room, Sessions House, County Hall, Maidstone on Monday, 26 January 2015.

PRESENT: Mrs A D Allen, MBE (Chairman), Mr N J Bond (Substitute for Mr B E MacDowall), Mr P B Carter, CBE, Mr G Cooke, Mrs T Dean, MBE, Ms A Harrison, Mr R A Latchford, OBE, Mrs P A V Stockell (Substitute for Mr M C Dance) and Mr B J Sweetland

IN ATTENDANCE: Mr P Sass (Head of Democratic Services), Mr P D Wickenden (Democratic Services Manager (Members)) and Mr A Tait (Democratic Services Officer)

**UNRESTRICTED ITEMS****1. Minutes - 8 October 2014**  
*(Item 3)*

RESOLVED that the Minutes of the meeting held on 8 October 2014 are correctly recorded and that they be signed by the Chairman.

**2. Recording an Elected Member's contribution to the County Council**  
*(Item 4)*

(1) The Cabinet Member for Corporate and Democratic Services introduced a report on options for recording the contribution by elected Members to the County Council.

(2) Members of the Committee expressed the view that any annual reports or other methods of communication to the public about the various roles of elected Members should be framed in such a way as to educate the public on the work of the County Council and its Members rather than simply reproducing information which was already available and unlikely (on its own) to improve understanding.

(3) RESOLVED that the report be noted and used as a foundation for a further report to the Committee, taking account of comments made during the meeting.

**3. Future arrangements for the Governor Appointments Panel**  
*(Item 5)*

(1) The Democratic Services Officer introduced a report by the Chairman of the Governor Appointments Panel; the Corporate Director for Education, Learning and Skills; and the Director of Governance and Law which asked the Committee to note a change to its Terms of Reference, delegate the nomination of governors function to the Governor Appointments Panel and to delegate the appointment of Authority Governors to officers whenever the candidates met the guidelines in full.

(2) During discussion of this item, the Committee clarified that it remained the Governor Appointments Panel's role to consider who to appoint if there was more than one candidate or where the Corporate Director was unable to exercise his proposed delegated authority for any reason.

(3) The Committee agreed that the arrangements for urgent appointments to interim governing bodies would require the Corporate Director of Education and Skills to consult the Local Member as well as the Chairman of the Governor Appointments Panel before deciding whether to make an appointment.

(4) RESOLVED that:-

- (a) the variation to the Committee's term of reference (e) to include the nomination of suitably skilled individuals to governing bodies be noted;
- (b) the function of nominating suitably skilled individuals to governing bodies be delegated to the Governor Appointments Panel; and
- (c) subject to (2) and (3) above, authority be delegated to the Corporate Director of Education, Learning and Skills (in consultation with the Chairman of the Governor Appointments Panel) to make all appointments to governing bodies where the nominee meets the guidelines in full.

By: Gary Cooke, Cabinet Member for Corporate and Democratic Services

To: Selection and Member Services Committee – 5 March 2015

Subject: Review of Support for Elected Members.

Summary: This report proposes changes to the support to all Members receive.

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## **1. Introduction**

- (1) This report covers the support available to all Members. It is not concerned with the dedicated support available to the Leader of the Council, Cabinet Members or Leaders of Opposition groups.
- (2) The proposals in this report have been shared with the Opposition Group Leaders and those staff impacted on by the proposed way forward.

## **2. Background**

All Members are able to seek the support of staff that work on the Members' Desk for their official KCC duties. The Head of Democratic Services has a Democratic Services Manager (Members) who line manages Member Support staff for the Opposition Group Leaders, the Member Support to all Members and the Civic Office. There is also support to Members available from a number of other areas across the County Council, e.g. Information Point, highway stewards, etc.

## **3. Member support available to all elected Members provided by staff in Democratic Services**

- (1) During the last two years or so, there has been a much greater reliance on Members using technology and "self-service" functionality, e.g. when submitting expenses claims. There have also been two retirements of part-time members of staff from the Members' Desk during the same period and after careful consideration it was decided not to replace these colleagues. It nevertheless remains an important function to support all Members with administrative, secretarial and ICT assistance.
- (2) Whilst several Members use the Information Point as a resource, a number of Members have said that they would welcome dedicated research resource. With this in mind, the Head of Democratic Services has bid for two graduates from the Graduate Placement scheme to commence work in April 2015.
- (3) Several Members have also asked for secretarial and administrative support to be made available via the Members' Desk.
- (4) Taking all these factors into account I have asked the Head of Democratic Services to:

- (a) Ensure that there are adequate staff available on the Members' Desk between 8.30am and 5.00pm daily; and
  - (b) Bid for two graduates from the graduate scheme to support Members with research enquires, as well as deliver specific projects to support all Members, such as maintaining and improving the Members' KNet pages.
- (5) Additional funding of £50,000 from a re-structuring in another part of the Council has been made available to the Head of Democratic Services with effect from 1 April 2015 to deliver these changes. The funding will provide for an additional 1.5 FTE at KR7 (£39.8k with on-costs) and for two Graduate placements. (£6k).

#### **4. Support provided outside Democratic Services**

- (1) When Members have a problem with their ICT equipment, they ask for support from the ICT Team.
- (2) With effect from 1 April 2015, I am proposing that a member of the team is transferred to Democratic Services to provide support to help Members maximise their benefit in the use of this technology. The post-holder will also develop the technology to support the governance and decision-making processes of the Council. This staffing transfer will be fully-funded by the ICT unit.
- (3) Following recent discussions, proposals have been drawn up for a new more integrated approach to Member support at a District level. These proposals have been shared with the staff affected. A formal consultation with the staff was launched on 25 February 2015. Amanda Beer will attend the meeting to update the Committee and respond to questions.

#### **5. RECOMMENDATIONS**

The Committee is asked to:

- a) Authorise the Head of Democratic Services to recruit additional staff to support the elected Member in terms of support at the Members' Desk as described in section 3 above;
- b) Note that a dedicated member of staff for technological support to all Members and Democratic Services will be transferred fully funded to Democratic Services from 1 April 2015; and
- c) Note the way Member support is to be reconfigured at a District level.



Paul Wickenden  
Democratic Services Manager (Members)  
03000 416836

*Background Documents - None*

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By: Peter Sass, Head of Democratic Services  
Gary Cooke, Cabinet Member for Corporate and Democratic Services

To: Selection and Member Services Committee –5 March 2015

Subject: County Car Service – Proposed Increase to the rate of pay for casual drivers

Summary: This report invites the Committee to consider an increase to the rate of pay for casual drivers for the County Cars and the opportunity to link this to the staff pay award in future years.

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## 1. Introduction

- (1) The County Council currently uses 5 casual drivers as part of the County Car service provided for elected Members in accordance with the County Car Policy.
- (2) Since 2007 the casual drivers have been paid £10 per hour for driving and/or waiting time.

## 2. Proposal to increase the hourly rate for the casual drivers

- (1) The cost of living increase in pay grades for staff between 2008/09 and 2015/16 is 5.1%. Incremental progression/reward payments over this time for staff deemed to be achieving the required standard would range from 9.8% to 18.1% depending on where staff are on the pay scales.
- (2) Any increase in the hourly rate of pay for the casual drivers would also cover the annual leave element that is required to be separated out from their hourly rate by the Working Time Directive regulations. The Committee may also wish to consider linking the casual driver's remuneration for pay to the staff pay award for future years so that the level of remuneration for the drivers keeps pace with Kent County Council officers.

## 3. Recommendations:

The Committee is recommended to agree that:

- (a) the Cabinet Member for Corporate and Democratic Services be recommended to agree an increase to the rate of pay for the casual drivers having heard whatever the Committee considers appropriate; and
- (b) subject to the approval of (a) above, the Head of Democratic Services be instructed to ensure that the hourly rate for the casual drivers be uplifted annually by the same rate as for Kent County Council employees achieving satisfactory performance.

Paul Wickenden  
Democratic Services Manager (Members)  
03000 416836

*Background Documents - None*